

**ADMINISTRATIVE ASSISTANT - CISD
TITLE 60020, SUBTITLE 03, NON-EXEMPT
ADMINISTRATIVE SUPPORT BAND
OPEN UNTIL FILLED**



SCOPE OF WORK:

Coordinates the maintenance and repair of telecommunications equipment within the city. Performs clerical duties for the Department.

BUDGETARY RESPONSIBILITIES:

None.

ESSENTIAL JOB DUTIES:

- * Answers the telephone, answers telecommunications inquiries and makes arrangements for service changes or repairs.
- * Processes all correspondence and reports as required. Maintains filing system.
- * Initiates and processes check request, purchase orders and requisitions. Reviews all invoices for accuracy and maintains copies for file.
- * Maintains and updates information for citywide telephone system.
- * Prepares and maintains records of a variety of projects, including payroll and monthly reports for the department.
- * Maintains time and attendance records for the department.
- * Processes mail for the department.
- * Works with department manager on budget preparation.
- * Performs related duties as required.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

Ability to sit and move about an office department or building.

REQUIRED CONTACTS:

Ability to effectively communicate with employees, management and citizens in order to take complaints and requests for service. Employee also has contacts with outside agencies and contractors when giving or receiving information regarding various city services.

REQUIRED QUALIFICATIONS:

Knowledge, Abilities and Skills

Ability to read manuals and updates regarding contractor, city and departmental contracts, policies and procedures. Skill and experience in the operation of computerized systems in order to design or complete spreadsheets, forms or word processing assignments. Ability to compute payroll information and contractor payments. Skill in developing correspondence.

Minimum Education, Experience and Certification

High school diploma or equivalent plus one to three years of experience working in a clerical position. Typing speed of 40 wpm. Experience in software with personal computers related to spreadsheets, databases and word processing. Experience in dealing with telecommunications billing and telecommunications vendors a definite plus.

WAGES & HOURS:

\$1875-\$1,994/mth; Monday through Friday; 8:00 am until 5:00 pm